

POSITION DESCRIPTION

1. Agency PDCN 80311000

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced) Replaces F8450000, Supv Air Ops Tech, GS-2102-09; & F2769000, Air Ops Supv, GS-2102-09.		3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field		4. Empl Office Location		5. Duty Station		6. OPM Cert #	
		7. Fair Labor Standards Act Not Applicable		8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11. Position is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens		13. Competitive Level 14. Agency Use ENL	

15. Classified/Graded by

☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Flight Services Manager	GS	2150	11	rmp	30 Mar 00

16. Organizational Title (If different from official title) Chief Airfield Management		17. Name of Employee (optional)	
18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision - ANG Flying Wing		c. Third Subdivision - Air Operations Division d. Fourth Subdivision - Operations Support Branch e. Fifth Subdivision -	
19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.		Employee Signature /Date (optional)	

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

Typed Name and Title of Official Taking Action

ROGER M. PARRISH

PERSONNEL MANAGEMENT SPECIALIST

Signature

Date

//SIGNED//

22. Standards Used in Classifying/Grading Position
 USOPM Handbook of Occ Gps & Fams, Series Def for Transpt Op Series, GS-2150, dtd Jan 99; USOPM PCS for Air Traffic Control Series, GS-2152, dtd Jun 78; USOPM Admin Anal Grade Eval Gd, dtd Aug 90; & USOPM Gen Schd Supv Gd, dtd Apr 93.

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:

Released from NGB-HR-CA, CRA 00-1008, Dated 30 Mar 00

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

DUTIES:

This position is located in the Flight Services Section, Airfield Management/Base Operations Function of the Operations Directorate in an Air National Guard flying unit. It's primary purpose is to manage, direct and oversee the operation of all airfield activities and facilities under jurisdiction of the air base, and to coordinate as necessary with all applicable agencies, base flying activities and transient military aircrews and aircraft as well as civilian aircraft utilizing ANG facilities. Coordinates and maintains liaison with military, federal, and local agencies concerning airspace utilization, safety of flight, search and rescue operations, base contingency, and operational plans. Provides direct support to aircrews as an integral part of our nation's air traffic control system. Performs, plans, develops, administers, and conducts services required of a Flight Service Section and an Airfield Management/Base Operations function. Directly supervises several other separate, however, distinct functions within the Operations Group, such as Operations Resource Management Systems, Administration, Training and Personnel.

--Administers, plans, coordinates, and directs the activities of personnel performing flight services/airfield management support duties. These individuals may be on various types of employment status such as Air Technician, AGR, Special Training or on other approved manday orders. Performs the full scope of supervisory personnel functions including the assignment of duties, participates in the interviews and selection of employees, schedules and approves leave, ensures indoctrination of new employees, provides training, evaluates performance, initiates action to upgrade positions, and resolves disciplinary problems. Establishes shift schedules and assigns personnel based on workload to ensure adequate coverage of airfield/flight services operations. Supports and takes affirmative action with consideration of Equal Employment Opportunity in all aspects of personnel actions. Keeps employees informed of NGB goals, objectives, and policies, and informs management of employee input and concerns.

--Plans, organizes, and coordinates airfield management activities during and after airfield operating hours. Identifies need for and coordinates all airfield construction and repair projects for both major and minor airfield improvement projects. Acts as the unit liaison with host airport authority to analyze impact of construction on operational flying activities. Evaluates airfield management activities to ensure compliance with established Air Force and FAA policies and directives. Advises unit commander(s) and staff on all airfield management related matters. Develops and applies Letters of Agreement, Host Tenant Support Agreements, Inter-service Support Agreements, Operational Plans, support of deploying units, and other support agreements as necessary with local and non-local agencies to support routine base flying activities as well as to respond to aircraft incidents; in-flight emergencies; search, rescue, and recovery operations; evacuations; and similar disasters, whether on or off base. This includes directing base emergency response forces on the airfield. Plans and develops operating instructions and emergency action checklists to ensure timely response in the event of

emergencies. Ensures installation and operational aspects of secondary crash network to assure immediate notification and response in the event of an emergency. Conducts airfield-related inspections and takes positive action to eliminate unsafe flying conditions. Reviews, formulates, and issues written instructions to clarify Air Force, MAJCOM, and NGB guidance, and develops special instructions for non-routine assignments.

--Develops and manages base flight line driving program to include training, certification, and remedial action when required. Establishes procedures for controlling privately owned vehicles on the flight line.

--Directs the Operations Resource and Flight Management activities and oversees the custodial control and accountability for the AFORMS system. Analyzes and summarizes the reports from the data system to ensure maximum utilization of unit aircrew resources. Reviews operations resource management procedures and recommends changes to those procedures; inspects completed work; and evaluates employee performance.

--Serves as the Operations Directorate's Resource Advisor (RA). Serves as primary point of contact for Responsibility Center Manager (RCM) and Comptroller personnel on all resource management matters affecting the unit. Develops initial budgetary requirements, programs available dollars, and identifies unfunded requirements. Monitors financial programs within Operations, consolidates initial requirements received from CCM, and validates unfunded requirements. Plans and anticipates allotment of workdays for the Operations Directorate and ensures that adequate O&M funds are available to support yearly deployments, exercises, and TDY.

--When designated as the wing SORTS manager, collects and analyzes all available SORTS data to ensure accuracy of overall wing report. Prepares and presents formal SORTS briefings to Wing Commander and Staff, IG, MAJCOM, State Headquarters, and NGB. Publishes a formal training program for all unit SORTS monitors.

--Coordinates air operations functions with air route traffic control center; control tower; aircraft maintenance; crash and rescue; transient alert; and command section. Establishes procedures for gathering and maintaining current flight information and reporting statistical data relative to the base operations function. Interprets policies and flight directives pertaining to flight plans and local flight clearances.

--Reviews flight schedules, flight plans, local aircraft clearances, statistical mission data, and NOTAM files to ensure accuracy, completeness, and conformance with governing directives. Inspects publication files of air operations and aircraft flying directives for completeness and currency. Reviews Flight Information Publications (FLIP).

--Supervises the procurement and maintenance of a complete stock level of publications, charts, maps, forms, office supplies, stereo flight plans, and other supplies and equipment required in the operation of the Branch. Ensures required maintenance of the FAA flight planning (Dial Labs) telecommunications equipment and other equipment such as NOTAM and weather receivers.

--Performs other related duties as assigned.

Factor 1 – Knowledge Required by the Position

FL 1-7 1250

--Knowledge of performance characteristics, capabilities, and limitations of unit aircraft; USAF and federal flying regulations; communications procedures; and other air operations is required to enable the incumbent to make appropriate decisions related to management of the ANG owned/operated/controlled ramp, taxiway and airfield facilities.

--Knowledge of maintenance and safety issues as they relate to airfield management. Ability to review work projects and ensure they are in compliance with existing safety standards, FAA guidelines and Air Force/Air National Guard instructions. Professional engineering knowledge is not required.

--Must have the ability and knowledge to develop, administer, and monitor the flightline drivers program.

--Ability to direct the work of others.

Factor 2 – Supervisory Controls

FL 2-4 450

--Works under the general supervision of the Air Operations Officer. Exercises independent judgement performing and overseeing the functions of the section. Performance is evaluated based on the effectiveness in meeting overall objectives. Significant problems are solved independently, although the commanders are kept informed of controversial matters, issues, and problems having widespread impact on the mission. Continuing authority to make decisions, subject to an after the fact review for policy conformance, is delegated to this position.

Factor 3 – Guidelines:

FL 3-3 275

--Guidelines include a variety of Air Force regulations, FAA directives, and local policies and procedures. Most are general in nature and require considerable adaptation and interpretation. They provide a basic outline of desired results, but do not go into detail as to the methods that will be used in management of the airfield. Within the context of these broad regulatory guidelines, the incumbent refines and develops more specific guidelines such as airfield policies and operating instructions.

Factor 4 – Complexity:**FL 4-4 225**

--The incumbent must consider what impact the decisions will have on the mission of the flying unit(s) stationed or deployed at the base as well as the transient aircraft who utilize the airfield. Incumbent accomplishes the goals and duties of this position in an ever-changing real-time environment of operations with high visibility. Situations involve short suspense, high level involvement from both on and off base, high dollar impact, and more importantly, allow no room for mistakes or second chances. Resolution of problems requires the incumbent to exercise sound judgement and tact, as well as the ability to sell and/or negotiate various issues.

Factor 5 – Scope and Effect:**FL 5-3 150**

--The purpose of this position is to manage, direct and oversee the operation of all guard specific airfield activities. In addition to the locally based flying unit(s), there may be other commands, agencies, and commercial entities that utilize the airfield during both normal and emergency situations. This may involve regular transient flight missions, AMC and C-12/21 VIP missions and international flights. This position is the focal point of all guard related airfield activities.

Factor 6 – Personal Contacts &**Factor 7 - Purpose of Contacts:****FL 3-c 180**

--Principal contacts are with the Director of Operations, Supervisor of Flying, managers, aircrews, host airport authority, contractors, dignitaries, and other personnel who are transiting the base or involved in maintaining airfield facilities base-wide. Incumbent has high visibility in special event coordination with high level dignitaries/visitors within the base, AFMC, Air Force, DOD and other governmental agencies and through personal contact with various high level officials both inside and outside the government.

--Contacts are to monitor performance, give advice, interpret specifications, seek resolutions and corrective action on airfield problems, and/or to exchange information related to the overall operation of the airfield. Applies skill and ability to tactfully and effectively meet with and make recommendations to these high level officials. Incumbent may encounter resistance due to organizational conflict or competing objectives of the involved parties. Must be skillful in approaching both individuals and groups. Utilizes persuasion and/or negotiation to obtain the desired effect (e.g., gaining compliance with established policies and regulations).

Factor 8 – Physical Demands:**FL 8-1 5**

--Walking, standing, bending, driving, and occasionally working in adverse weather conditions is required. No unusual lifting or carrying is required.

Factor 9 – Work Environment:**FL 9-1 5**

--Work is typically divided between aerodrome and office settings. However, incumbent meets often with officials and makes frequent presentations at other facilities, both on and off base. Duties require access to all areas of the flightline and require necessary precautions regarding noise, fumes, and eye hazards.

EVALUATION STATEMENT

- A. Title, Series and Grade: Flight Services Manager, GS-2150-11.
- B. References:
1. USOPM Handbook of Occupational Groups & Families, Series Definition for Transportation Operations Series, GS-2150, dtd Jan 99.
 2. USOPM PCS for Air Traffic Control Series, GS-2152, dtd Jun 78.
 3. USOPM Administrative Analysis Grade Evaluation Guide, dtd Aug 90.
 4. USOPM General Schedule Supervisory Guide, dtd Apr 93.
- C. Background: This description was developed as part of a national project directed at standardizing all air operations support position descriptions in the Air National Guard. It eliminates several position descriptions currently being used by the states (see OF-8, block 2).
- D. Series, Title and Grade Determination:
1. Series: The primary purpose of this position is to supervise and direct flight services activities of all guard-owned airfield land and facilities (i.e., flight services; upkeep of taxiways, ramps, etc.). The Transportation Operations Series GS-2150 includes all classes of positions the duties of which are to administer, supervise, or perform work involving the planning, directing, or operating of transportation systems and service, including specifically positions involving responsibility for operation of terminal facilities. The GS-2150 series is appropriate for this position. The Air Traffic Control Series, GS-2152, was considered but it imposes unnecessary qualification and certification requirements.
 2. Title: There is no prescribed title for the GS-2150 series. The title of Flight Services Manager is descriptive of the primary duties performed by the incumbent of this position. The title of Airfield Manager was considered, but determined inappropriate as this position does not include responsibility for the total airfield when the Air National Guard is a tenant to either another military or civilian organization having overall management responsibility for the airfield.
 3. Grade: There are no grading criteria within the GS-2150 series. The Administrative Analysis Grade Evaluation Guide is used to evaluate the administrative duties of the position. This guide states it is primarily for use in evaluating two grade interval positions in the General Administrative Clerical, and Office Services Group (GS-0300) but that it may be used as classification guidance for two-grade interval administrative work in other occupational groups not covered by published grade level criteria. The validity of using this guide was substantiated in a recent OPM appeal decision of a position classified to the GS-2150 series. The standard of choice for evaluating the position was the

Administrative Analysis Grade Evaluation Guide (July 3, 1997 appeal decision). This guide covers staff administrative and analytical planning and evaluation. The incumbent of this position manages a substantive mission-oriented program. The incumbent is responsible for the long-range implementation and administration of the program and for evaluating its effectiveness. Application of this guide results in classification of this position at the GS-11 level (See attached FES evaluation). Also included is an evaluation of supervisory responsibilities (see the attached supervisory evaluation summary). Those duties also classify to the GS-11 level. Some incumbents may not meet the classification definition required for placement on this description based on supervisory responsibilities but can be placed on the position based on responsibilities as the Flight Services Manager having program responsibility.

E. Conclusion: Flight Services Manager, GS-2150-11.

Classifier: Roger M. Parrish NGB Personnel Management Specialist Date: 30 Mar 00

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT
Flight Services Manager**

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	1-7	1250	
2. SUPERVISORY CONTROLS	2-4	450	
3. GUIDELINES	3-3	275	
4. COMPLEXITY	4-4	225	
5. SCOPE AND EFFECT	5-3	150	
6. PERSONAL CONTACTS and 7. PURPOSE OF CONTACTS	3-c	180	
8. PHYSICAL DEMANDS	8-1	5	
9. WORK ENVIRONMENT	9-1	5	
TOTAL POINTS ASSIGNED:		2540	GRADE: GS-11

FINAL CLASSIFICATION: Flight Services Manager, GS-2150-11.

REMARKS: This is an evaluation of the program management responsibilities of the position. These were evaluated by application of the Administrative Analysis Grade Evaluation Guide.

Classifier: Roger M. Parrish NGB Personnel Management Specialist

Date: 30 Mar 00

**GENERAL SCHEDULE SUPERVISOR
POSITION EVALUATION STATEMENT
Flight Services Manager**

FACTOR	LEVEL	POINTS	REMARKS
1. PROGRAM SCOPE AND EFFECT	1-2	350	
2. ORGANIZATIONAL SETTING	2-1	100	
3. SUPVY & MANAGERIAL AUTHORITY	3-2	450	
4. CONTACTS A. NATURE 4A-2 50pts B. PURPOSE 4B-2 75pts	4A-2 4B-2	50 75	
5. DIFFICULTY (BASE WORK)	5-5	650	
6. OTHER CONDITIONS	6-3	975	
Adjustment Provision	N	0	
TOTAL POINTS ASSIGNED:		2650	GRADE: GS-11

REMARKS: This evaluates the supervisory work of the position (GSSG).

FINAL CLASSIFICATION: Flight Services Manager, GS-2150-11.

Classifier: Roger M. Parrish NGB Personnel Management Specialist Date: 30 Mar 00